



OFFICE OF THE STATE TREASURER

TODD HOLLENBACH

1050 US 127 South • Suite 100 • Frankfort, Kentucky 40601 • (502) 564-4722 • FAX (502) 564-6545

Visit our web site at www.kytreasury.com

September 2, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Implementation for Kentucky State Treasury

Dear Secretary Jackson:

Per the regulatory requirements set forth within 101 KAR 5:015E, please find Kentucky State Treasury's proposed furlough implementation plan for fiscal year 2010-2011. The plan submission is a partial plan. This plan includes information and processes for the mandated September 3, 2010 furlough shut down date. Enclosed in this plan are:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Any specific flexibility considerations or requests with appropriate justification
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough.

If you have any questions regarding this material, the lead contact for the Treasury's proposed furlough plan is Eugene Harrell at Kentucky State Treasury.

Sincerely,

Todd Hollenbach, State Treasurer
Kentucky State Treasury

Enclosures



I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the Kentucky State Treasury has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employee and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by Kentucky State Treasury.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
---------------------------------------	-----------------------	--

Eugene Harrell	Assistant State Treasurer	31-125
Maurice McDaniel	Chief of Staff	31-125

The written designation(s) is/are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days
September 3, 2010; November 12, 2010; May 27, 2011

A complete shut down on the (3) mandatory furlough days for the Kentucky State Treasury will not be a feasible option to the agency or to the public. Since the Division of Child Support has been approved to be in operation on the mandated furlough days, Treasury will require (1) one employee from the Computer Operations Section, Information Systems Branch, Division of General Administration and Support to execute Treasury's role in the child support payment process. It is anticipated the employee will be required to work approximately 4.0 hours in order to complete the check printing job. After the check writer file has been received and loaded, the check operator will need to remain on site to ensure the print job has completed without error. Then the checks are sorted for pick up by Finance Postal Services. This exception to the furlough plan will be necessary to ensure the recipients of child support will receive their payments timely.

The employee has received verbal notification of the Alternate Furlough Notification form within the 7 day notice requirement. Upon the signature of the appointing authority, a written notification will be submitted to the employee to include the alternate furlough date which will be assigned within the same pay period.



All other Treasury full time employees and contract workers will be furloughed on each mandated furlough day. All of these employees and workers have and will receive appropriate notice within the 7 day requirement.

* * * * *

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

The Kentucky State Treasury will submit information regarding the remaining three non-designated furlough months in a separate furlough plan submission for approval.

* * * * *

III. CONTRACT WORKERS

The Kentucky State Treasury will implement a reduction of 7.5 hours worked for all contract workers for the (3) Mandated Shut Down dates. Contract workers will be furloughed on the (3) mandated days.

IV. REQUIRED CERTIFICATIONS

Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.

MM/TT
(INITIALS)



We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

MMJMM
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

MMJMM
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

MMJMM
(INITIALS)





COMMONWEALTH OF KENTUCKY

OFFICE OF THE STATE TREASURER TODD HOLLENBACH

1050 US 127 South • Suite 100 • Frankfort, Kentucky 40601 • (502) 564-4722 • FAX (502) 564-6545
Visit our web site at www.kytreasury.com

[Sample]

Date

Employee Name
Employee Address

Re: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____ in lieu of _____ (mandated shut-down date). Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Rebecca Comley.

Sincerely,

Todd Hollenbach
State Treasurer
Kentucky State Treasury

CC: Personnel Employee





OFFICE OF THE STATE TREASURER

TODD HOLLENBACH

1050 US 127 South • Suite 100 • Frankfort, Kentucky 40601 • (502) 564-4722 • FAX (502) 564-6545
Visit our web site at www.kytreasury.com

[Sample]

DATE

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Rebeca Comley.

Sincerely,

Appointing Authority

CC: Personnel File

